

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: Duplicating Services Specialist

POSITION LOCATION: Agency

POSITION REPORTS TO: Purchasing

POSITION SUPERVISES: Student Workers & Volunteers

MINIMUM QUALIFICATIONS: HS Diploma or GED. Minimum of three (3) years of experience working with duplicating equipment. Skill in planning production of printing jobs, equipment and personnel needs.

PREFERRED QUALIFICATIONS: Minimum of (5) years of experience working with duplicating equipment. Knowledge of various paper texture, weight and grain. Knowledge sufficient to oversee and participate in the collection, sorting, preparation and delivery of jobs produced. Knowledge of safety procedures in the work place. Knowledge of American Sign Language.

GENERAL DUTIES: Supervises daily operations of central printing services including facilities and personnel, office practices and procedures. Assigns and prioritizes work, schedules staff & printing jobs, maintains supply inventory and establishes quality standards. Requisitions material and equipment. Collates, staples printed material, arranging it into required order. Operates hole punch to punch holes in printed papers for binding. Copies bulk quantities. Inventories forms and manages distribution. Collects usage data from all machines, which allow the setting of a preliminary budget level for all staff using the services. Establishes and communicates up front the point at which departmental charge-backs will occur. Coordinates (in Tucson) and monitors all out-sourced printing. Communicates clearly and concisely, both orally and in writing. Responsible for seeing that the work area is maintained in a neat and clean manner.

MENTAL/PHYSICAL REQUIREMENTS: Ability to reach, stoop, lift, bend, pull, reach and carry up to 25 pounds. On feet most of workday. Manual dexterity and range of hearing and vision sufficient to operate standard office machines. Must be able to communicate with various personalities at all levels of management and staff. Able to meet requirements and standards of production quality. Must be able to deal with stress associated with a fast paced work environment, including handling multiple tasks simultaneously on a daily basis. Must be able to make judgment decisions and adapt to changing work situations. Grasp and apply new ideas. Must be able to work independently and have the capacity to solve internal and external customer issues. Must be aware of relevant hazards of worksite. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS/CONDITIONS: Must complete a beginning sign language class before one year of employment.